



*This is a courtesy translation from the Italian version. In case of discrepancy, the Italian version prevails*

**APPLICATION FOR ACCESS TO ADMINISTRATIVE DOCUMENTS**

(Articles 22 and following of Law 7 August 1990, No. 241)

**To the Office/Directorate/Department/Centre**

\_\_\_\_\_ of the University of Trento

Address: Via \_\_\_\_\_

Certified email address: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it)

The undersigned \_\_\_\_\_,

born in \_\_\_\_\_, on \_\_\_\_\_,

resident in \_\_\_\_\_, address \_\_\_\_\_,

tel. number \_\_\_\_\_, email \_\_\_\_\_,

certified email address \_\_\_\_\_, identity document nr.

\_\_\_\_\_ with date \_\_\_\_\_ issued by

in a personal capacity

or

as a representative of (or provided with a specific proxy to be attached)

\_\_\_\_\_ with registered office in

\_\_\_\_\_, address \_\_\_\_\_

**requests**

**TO VIEW**

**ISSUANCE OF:**

simple copy

certified true copy (*in this case the Undersigned undertakes to provide the necessary revenue stamps - each of € 16.00 - to be affixed every 4 pages both to the access request and to the certified copies of the requested documents*)

of the following document(s) (*to be specified precisely*):

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for the following reason (*specify what is the direct, concrete and current interest of the disclosure of the requested documents*):

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The undersigned attaches any documentation proving his/her entitlement to exercise his/her right of access.

The undersigned also attaches a copy of his/her identity document if the request is not delivered by hand.

If copies of documents are requested, the undersigned requests that they be delivered as follows (*select the desired option*):

- hand delivery, at the competent office;
- certified email address: \_\_\_\_\_
- fax: \_\_\_\_\_
- by post to the following address: \_\_\_\_\_.

In accordance with article 3 of Presidential Decree no. 184, of 12 March 2006, if the University identifies any third parties who, due to the disclosure of the requested documents, would have their privacy compromised, it will notify them of the request for access, by registered letter with acknowledgment of receipt, or via e-mail, for those who have allowed this form of communication. **Within ten days** of the receipt of said communication, these third parties may present a motivated objection, including by e-mail, to the request for access. After this deadline, the public administration will process the request.

Trento, \_\_\_\_\_

Signature \_\_\_\_\_



## INFORMATION ON THE PROCESSING OF PERSONAL DATA UNDER EU REGULATION 2016/679

EU Regulation 2016/679, the General Data Protection Regulation (hereinafter "GDPR"), establishes the right of every person to the protection of personal data concerning them.

As a data subject, pursuant to article 13 of the GDPR, we therefore provide you with the following information.

### 1. Data Controller and Data Protection Officer

The Data Controller is University of Trento, via Calepina n. 14, 38122 Trento, certified email address: [ateneo@pec.unitn.it](mailto:ateneo@pec.unitn.it); email [ateneo@unitn.it](mailto:ateneo@unitn.it).

The Data Protection Officer (DPO, who may be contacted for information regarding your personal data), can be contacted at the following email address: [rpd@unitn.it](mailto:rpd@unitn.it).

### 2. Purpose of the processing and legal basis

The processing of personal data provided with this request and/or in any case acquired for such purpose is carried out by the Data Controller for the performance of its public interests tasks related to the handling of the request itself, as well as for the fulfillment of the legal obligations associated to it (Articles 6 (1) (e) and (c), 9(2) (g) GDPR; article 2 sexies (2) (a) Legislative Decree 196/2003, as amended; article 10 GDPR).

### 3. Nature of data provision

The provision of personal data is essential for carrying out the present procedure, and failure to provide the data makes it impossible to proceed with the request.

### 4. Data processing methods

The processing of personal data will be carried out on paper and/or by computerized and/or automated means, only by authorized personnel, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity, data minimization, integrity and of confidentiality obligations (article 5 (1), GDPR). No profiling is carried out, and decision are not taken by automated means.

### 5. Categories of recipients

In the pursuit of the aforementioned purposes, the personal data may be communicated not only to university personnel involved in this procedure but also to third parties, to comply with a legal obligation, a regulation or a decision by the judicial authority.

### 6. Data retention period

The data will be stored for the period necessary to achieve the purposes mentioned above and in any case as long as required by legal obligations. In any case, they will be kept for the time required by current legislation and/or by University regulations regarding the management and storage of the documents produced by the University in the performance of its institutional activity.

### 7. Rights of the data subjects

At any time, the data subjects may exercise (through the contact details of the Data Controller above) the rights established by article 15 et seq. of the GDPR and, in particular, access to personal data, rectification, integration and, in the cases provided for, limitation and opposition to processing.

In case there is an infringement of the GDPR on the processing of personal data, data subjects have the right to lodge a complaint with a data protection authority or to engage in legal proceedings by virtue of Article 77 of the GDPR.